Foreign Award and Component Tracking System (FACTS) Fogarty International Center (FIC)User Guide

Revision:

July 27, 2023

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Please contact the eRA Help Desk:

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Phone: 301-402-7469

TTY: 301-451-5939

Web: http://grants.nih.gov/support/ (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

2 Latest Updates

Updates and new features in the Foreign Award and Component Tracking System (FACTS):

April 27, 2023

New Look and Feel

All screens in FACTS have moved to the new visual appearance adopted by other eRA modules. The capabilities remain the same. The Checklist screens will adopt the new standard features being incorporated in eRA modules, such as:

- Grid tool to specify how many table rows appear per page Grid tool — to prevent scrolling, use this tool to specify how many table rows appear per page.

- Download tool icon to export table data to Excel or PDF, or to print or export feature — Use the download tool to export table data to Excel or PDF, or to print.

- Apps menu icon to navigate to other modules Apps menu icon to navigate to other modules.

- Updated header and footer.

- Action menus and buttons are aligned to the right on all screens.

Dec 15, 2020

All internal users must agree to accept eRA/IMPAC II rules of behavior in order to access eRA modules. See Rules of Behavior

Sept 11, 2020

- Brand-New Aesthetics in FACTS:

  - [FACTS IC screens](#)

  - [FACTS Contracts screens](#)

Mar 16, 2020

For IC Users: Single Sign-On using AMS Login:

Internal HHS staff can now login to eRA modules using their username and password in the HHS Access Management System (AMS).

Users can then navigate from eRA to three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions) without the need to log in again.

See Login screen for internal HHS staff.

For Contracts staff, new look-and-feel for these screens:

Manage Contracts

Add/Edit Contract Record

View Related State Department Clearance(s)

Apr 10, 2019

For IC users, new look-and-feel for these screens:

Foreign Component Data

Add Country

Edit Country

Add Collaborator/Site

Jan 17, 2019

For Agency users:

- New URL to access the FACTS system: https://apps.era.nih.gov/facts/agency/ See FIC/DIR Access.

- Updates to SDCR screens:
  - Search for State Department Clearance Request (SDCR)
  - Manage State Department Clearances screen

July 22, 2015

Updated for ER changes

Nov 25, 2014

Updated for ER changes

Nov 27, 2013

Updated for ER changes

TABLE OF CONTENTS

1 FIC/DIR Process Flow

Users with the Fogarty International Center/Division of International Relations (FIC/DIR) manager account can perform the following:

- Search for State Department Clearance Requests (SDCR)
- Manage State Department Clearance Requests (SDCR)
    - Submit to the State Department or return to Agency
- View State Department Clearance Request (SDCR)

2 FIC/DIR Access

Fogarty International Center (FIC) Division of International Relations (FIC/DIR) users with the appropriate role(s) can access FACTS directly:

Navigate your internet browser to this site: https://apps.era.nih.gov/facts/agency/

2.0.1 Logging In

When you access FACTS, the NIH Login screen opens: For instructions on logging in, see Login screen for internal HHS staff.

On successful login, the Manage State Department Clearances screen opens:

For more information, see Search for SDCR.

3 Search for State Department Clearance Request (SDCR)

3.1 Manage State Department Clearances screen

The *Manage State Department Clearances* screen is the default screen under the **Manage SDCR** menu tab.

Users with the FIC/DIR manager account can use this screen to search for and view, process or recall State Department Clearance Requests (SDCRs)

When you open this screen, the system automatically performs a search for all DCR records with status of *Pending Agency Review* for the countries assigned to you.

The system displays the search results in a hitlist at the bottom of the screen, as shown below.

See below for instructions on searching for and working with SDCRs.

3.1.1 Searching for SDCR(s)

Follow these steps to execute a search:

1. Enter search criteria as needed:

- **Keyword**
- **Type of keyword** — Appears in Research Objective, Appears in Project Title, Appears in Both, Appears in Either
- **FY**
- **Clearance Status**
- **Country**
- **State/Province**
- **City**
- **Clearance Type** — All New Renewal
- **Foreign Component Type** — All, Direct Foreign Award, Domestic Award w/ Foreign Involvement, Foreign Award w/ Foreign Involvement
- **Project Number**
- **Contract Identifier**
- **Investigator's Last Name**
- **Investigator's First Name**
- **Institution/Organization**
- **Involves Humans** — All, Yes, No
- **Involves Animals** — All, Yes, No
- **Project Status** — All, Funded Only
- **Calculate/Display Total Estimated US Dollars by Country** — Display the sum of the Estimated Clearance Amount (in US $$) for the country.

2. Click the **Search** button: The system displays the search results in a hitlist at the bottom of the screen, as shown above.

3.1.2 Process, View, Recall, Print, and Export SDCR(s)

Depending on the SDCR status, these action hyperlinks will be available in the hitlist's **Action** column:

SDCR Status	Action hyperlink
Pending Agency Review	**Process**

Table 1: SDCR Statuses and Action Options

SDCR Status	Action hyperlink
Restore to Pending Agency Review	
Pending State Department Review	**Recall**
Approved	**View**
Pending Agency Review - Returned by State for Clarification	**View**

Table 1: SDCR Statuses and Action Options

NOTE: Some countries are identified as having automatic approval capability. The system performs a process once a day and checks for SDCRs for those countries that have been in a *Pending State Department Review* status longer than the auto-approve time frame. Those SDCRs are automatically approved. They appear with the **View** hyperlink.

1. To process a SDCR, click the **Process** hyperlink. For more information, see Manage SDCR.
2. To view a SDCR, click the **View** hyperlink. For more information, see View SDCR.
3. To recall a SDCR, click the **Recall** hyperlink. For more information, see Recall SDC.
4. To print or export SDCR records, use check boxes in the hit list to select the SDCRs, then click the **Print**, **Export to Excel**, or **Export to PDF** button.

3.1.2.1 Outputs:

- **Export to Excel**: each SDCR record is a separate row in the Excel spreadsheet, and each field is represented in a separate cell.
- **Export to PDF**: Each SDCR starts on the next page. They are sorted by **Country** and **Investigator Name**. The following information is displayed per SDCR:
  - Clearance ID
  - Project Information
  - Clearance Information
  - Research Objective
  - Sites
- **Print**: the system prints the SDCRs in PDF format.

4 Manage State Department Clearance Request (SDCR)

4.1 Screen Overview

Access the *State Department Clearance* screen from the *Manage State Department Clearances* screen by clicking the **Process** hyperlink next to the desired Clearance ID in the hit list.

Users with the Fogarty International Center/Division of International Relations (FIC/DIR) manager account can manage SDCR(s) on this screen.

Status and Action History | State Department Clearance Data | Related State Department Clearances | Notes

Status: **Pending Agency Review**

Filter table | 1 Results of 1 | 1 of 1

Action Date ▾	Action Performed by ⇕	Action Description ⇕	Action Comments ⓘ ⇕
02/24/2023	Diggory, Cedric	Pending Agency Review	

Cancel | ↺ Return to IC ▾ | → Submit to State Department

Status and Action History | State Department Clearance Data | Related State Department Clearances | Notes

Clearance ID: **236672**

IC Contact	Agency Contact	Research Objectives
Diggory, Cedric eRATest@mail.nih.gov	**Goyle, GREGORY**	7. Research objectives: a. Brief Research Rationale - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Sed sed risus pretium quam vulputate dignissim suspendisse in est. Ornare lectus sit amet est. Sed risus ultricies tristique nulla aliquet enim. Consequat interdum varius sit amet mattis vulputate enim nulla. Nisl rhoncus mattis rhoncus urna neque viverra justo. In nisl nisi scelerisque eu ultrices. In cursus turpis massa tincidunt dui ut ornare lectus. Aliquam eleifend mi in nulla. Dolor magna eget est lorem ipsum dolor sit. Neque gravida in fermentum et sollicitudin ac orci phasellus. Faucibus et molestie ac feugiat sed lectus vestibulum mattis. Purus faucibus ornare suspendisse sed nisi lacus sed viverra. Nisl tincidunt eget nullam non nisi est sit. Rhoncus urna neque viverra justo nec. Faucibus vitae aliquet nec ullamcorper sit.

Program Officer
Thomas, Dean eRATest@mail.nih.gov

[Expand All] [Collapse All]

∨ Foreign Country: CANADA   Clearance type: **New**

Project Year	Fiscal Year	Research Activities Status at Country	Estimated Total Cost at Country
1	2018	Active	$14,220
2	2018	Active	$932,475
3	2018	Active	$913,700
4	2018	Active	$906,575
5	2018	Active	$6,975
6	2020	Active	$9,500
7	2020	Active	$1,250
8	2020	Active	$21,500
Total			**$2,806,195**

Site(s)

Filter table | 1 Results of 1 | 1 of 1
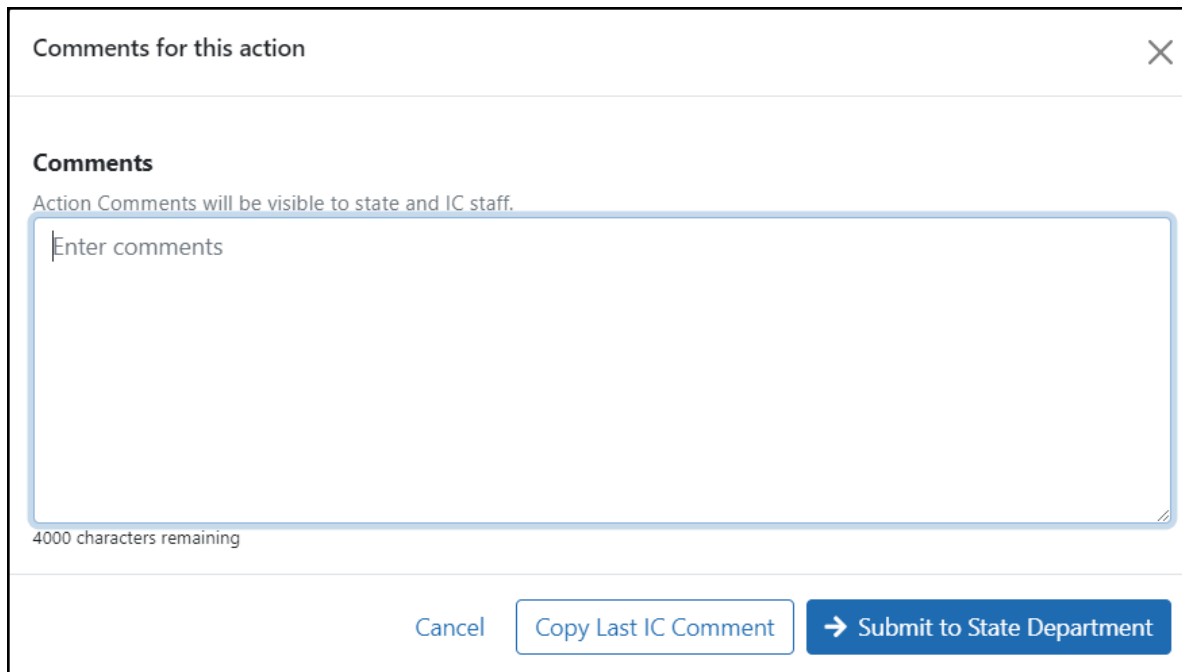
Site ID ▴	Collaborator Name ⇕	Institution/Site ⇕	Address ⇕	Phone ⇕	Email ⇕	Involves Humans ⇕	FWA ⇕	Involves Animals ⇕	Animal Assurance ⇕
▸ 319	Creevey, Colin	Health Sciences			eRATest@mail.nih.gov	Yes	Established	No	Not Specified

Cancel | ↺ Return to IC ▾ | → Submit to State Department

Click the **Submit to State Department** button or select an option from the **Return to IC** action button drop-down displays the *Comments* pop-up window. Enter a comment or click Copy Last IC Comment, then click the blue-filled action button to proceed.

The screen is divided up into the following three sections:

- **Project Information**
- **Status and Action History**
- **State Department Clearance Data**

The **Project Information** displays specific project information. Three are the following hyperlinks in this section:

- **Grant Number:** - when clicked, displays the grant snapshot
- **Folder** icon - when clicked, displays Grant Folder which gives access to view the **Foreign Component Data Snapshot** and the **State Department Clearance Snapshots** if present

If a previous State Department Clearance Request (SDCR) or requests were submitted, the **Status and Action History** section displays history information about that SDCR(s).

The following hyperlinks are available in the **Status and Action History** section:

- **Expand ALL** - when clicked expands the **Action Comments** column of each Action Comment
- **Collapse All** - when clicked collapses complete text of each **Action Comments** into one line
- **More** - when clicked expands the complete **Action Comments** column(s); only available for SDCR(s) submitted to the Agency

- **Less** - when clicked collapses the **Action Comments** column(s); only available for SDCR (s) submitted to the Agency

The **State Department Clearance Data** section displays more detailed information about the SDCR that was submitted. There are various email address hyperlinks that when clicked open an email message system screen addressed to the appropriate person.

The following hyperlinks and buttons appear in the **State Department Clearance Data** section:

- **View/Edit Notes**
- **Submit to State Department**
- **Return to IC - Need Additional Information**
- **Return to IC - No Clearance Required**
- **Return to IC - Covered under another Clearance**
- **Copy Last IC Comment into Action Comments Box**
- **Restore to Pending Agency Review**
- **Close**

Entering comments in the **Action Comments** text box is required for the following action buttons:

- **Return to IC - Need Additional Information**
- **Return to IC - No Clearance Required**
- **Return to IC - Covered under another Clearance**

4.2 Process SDCR Options

1. To access the Project Information at the top of the screen, perform one of the following:
   a. Click the **Grant Number** to access the grant application.
   b. Click the folder icon to access Grant Folder.
   c. Click the **View Related State Department Clearance(s)** hyperlink to view the *Related State Department Clearance(s)* snapshot screen.
2. To add or view notes, click the **View/Edit Notes** hyperlink. For more information, please refer to the Create/View SDCR Notes topic.
3. To view additional collaborators, click the **Additional Collaborators(x)** hyperlink. For more information, please refer to the Add/Delete Additional Collaborators topic.
4. Complete the **Action Comments** text box if needed.
5. Select the appropriate action button to process the SDCR.

If the **Submit to State Department** button is clicked, the system changes the SDCR status to *Pending State Department Review* and sends an email to the State Department staff assigned to that country for which the SDCR is sent. The system also sends an email to the appropriate

Institute/Center (IC). The system returns to the *State Department Clearance* screen. The appropriate State Department staff can now access the SDCR.

If the **Return to IC - Need Additional Information** button is clicked, the system changes the SDCR status to *Returned by FIC - Need Additional Information* and sends an email to the Program Official (PO),Grants Specialist (GS), and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Return to IC - No Clearance Required** button is clicked, the system changes the SDCR status to *Returned by FIC - No Clearance Required* and sends an email to the PO, GS, and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Return to IC - Covered under another Clearance** button is clicked, the system changes the SDCR status to *Returned by FIC - Covered under another Clearance* and sends an email to the PO, GS, and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Copy Last IC Comment into Action Comment Box** button is clicked, the system copies the last comment entered by the IC staff for this SDCR into the **Action Comments** text box. The system returns to the *State Department Clearance* screen.

If the **Restore to Pending Agency Review** button is clicked, the system changes the SDCR's status to *Pending Agency Review*.

If the **Close** button is clicked, the system checks for any entered information. If no information has been entered, the system returns to the *Manage State Department Clearances* screen. If information has been entered, the system displays the following prompt message:

> *Information on this page has been updated. Are you sure you want to Cancel?*

> a. Click the **Continue** button to exit the screen and discard any changes or click the **Stay on this Page** button.

If the **Continue** button is clicked, the system returns to the *Manage State Department Clearances* screen.

5 View Related State Department Clearances Snapshot

Access the *Related State Department Clearance snapshot* screen from the *Manage State Department Clearances* screen. Click **View** from the hitlist to open the *State Department Clearance* screen, then select the *Related State Department Clearances* tab.

The screen is divided up into the following sections:

- **Project Information**
- **State Department Clearances**

The **Project Information** displays specific project information. Three are the following hyperlinks in this section:

- **Grant Number:** - when clicked, displays the grant snapshot
- **Folder** icon - when clicked, displays Grant Folder which gives access to view the **Foreign Component Data Snapshot** and the **State Department Clearance Snapshots** if present.

The **State Department Clearances** section displays more detailed information about the SDCRs that was submitted to the FIC/DIR or State Department. There are email address hyperlinks for the Institutes/Centers (ICs), the Agency, the Program Official (PO), or the Grants Specialist (GS) contact that when clicked opens an email message system screen addressed to the appropriate person.

When the **View** hyperlink is clicked, the system displays the *State Department Clearance Snapshot* screen. For more information, please refer to the View State Department Clearance Snapshot topic.

6 Create/View SDCR Notes

The ability to view and/or edit notes related to a SDCR is available via the **Add Note** hyperlink on the following screens:

- State Department Clearance (ICs and FIC/DIR)
- State Department Clearance Snapshot (ICs and FIC/DIR)
- SDC Form and SDC Snapshot (State Department)

This allows notes to be added to a SDCR without a specific action being taken.

NOTE: These notes are created and viewable by the appropriate Institute/Center (IC), the FIC/DIR, and the State Department.

To view the SDCR's notes, click the Notes tab in the State Department Clearance Snapshot.

To create a note, follow these steps:

1. Click the **Add Note** button in the Notes tab.
2. The *New Note* screen opens:

3. Enter notes in the text box and click **Add Note**.

Clicking the **Add Note** button saves the note along with the date and the user who submitted the notes, and sends an email notification to the appropriate IC and to the FIC/DIR.

NOTE: Clicking the **Add Note** button does **not** submit the SDCR to FIC/DIR. Clicking the **Send to Agency** button on the *State Department Clearance* screen submits the SDCR to FIC/DIR.

7.1   Recall State Department Clearance Request (SDCR)

FIC/DIR users can use recall functionality to recall a State Department Clearance Request (SDCR) that was submitted to the State Department. An SDCR can be recalled up until the State Department approves it.

1. To recall an SDCR, search for it in the [SDCR Search screen](#) and click the *Recall* hyperlink in the Action column.

2. The State Department Clearance screen opens, as shown below. Click the **Recall** button to complete the recall, or take one of these actions:

   a. Click the **Inactivate** button to inactivate the SDCR.
   b. Click the **Close** button to exit the screen.

Results:

- When you click **Recall**, the SDCR's status is changed to *Pending Agency Review*. You can find a recalled SDCR in the search screen by performing a search for the SDCR

status *Pending Agency Review*.

- If you click **Inactivate**, the SDCR's status is changed to *Inactive*. Inactive SDCRs are stopped but not deleted: You can find inactive SDCRs the search screen by performing a search for the SDCR status *Inactive*.

For more information, see [Search for SDCR](#).